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# Maintenance

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## Repairs, Maintenance and Support

The Maintenance department is responsible for the maintenance of current buildings. Maintenance is also instrumental in coordinating various construction projects occurring on this campus. For your convenience, please drop off paperwork for this office in the Administrative Services Office AD/SS 206. For additional information, please call (909) 384-8906. For after hours emergencies, please contact (909)384-4491 for assistance.

### [Submit a Work Request](#)

Work requests are typically performed on a first-come first-served basis for routine repairs and/or maintenance. If you have a maintenance concern that is of an emergency nature, please contact the Maintenance Department at (909)384-8906 during normal business hours. After hours emergencies should be reported to the SBCCD Police at (909)384-4491.

Reasons to process work requests:

- Plumbing problems (leaks, clogged/broken toilets, sinks and drains)
- Electrical problems (lights out, no power to outlets)
- Heating or Cooling issues (too hot/cold, no air flow)
- Smoke detectors buzzing or alarm panels beeping
- Key/lock/door issues - (new or replacement keys, locks not functioning, doors slamming)
- Unsafe conditions - (windows/doors that don't lock, trip hazards)

- Pest problems - (ants, bees, rats, dead animals, strays)
- Window repairs
- Vandalism
- Outdoor lighting concerns

Director, Facilities, Maintenance & Operations	<a href="#">Jenkins, Robert</a>
Maintenance & Grounds Supervisor	<a href="#">Grishow, Kevin</a>
Administrative Secretary	<a href="#">Williams- Hoffman, Dana</a>

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